




DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF CONSULAR AFFAIRS

FAD0M2024-0033/JBO

MEMORANDUM TO ALL OCA AND NCR COs PERSONNEL

FROM : 
ADELIO ANGELITO S. CRUZ
Assistant Secretary

SUBJECT : **Submission of 2023 Sworn Statement of Assets, Liabilities and Net Worth (SALN)**

DATE : 08 January 2024

All OCA and NCR Consular Offices' (COs) personnel are instructed to submit their duly accomplished 2023 Sworn Statement of Assets, Liabilities and Net Worth (SALN) and are reminded of the following:

- Use revised [2015 SALN form](#)
- Indicate the period of SALN (as of 31 December 2023)
- Indicate nature of filing (ex. Joint Filing, Separate Filing, Not Applicable)
- Indicate details of government-issued ID of the declarant and co-declarant, as necessary
- Signature of declarant/co-declarant and administering officer (e-signature is not allowed)
- Indicate full name and rank of the administering officer
- Additional pages may be used if needed.

The affirmation or oath for the SALN may be administered by any of the following officers in accordance with Section 41 of the Administrative Code as amended by Section 2 of the Republic Act 6733:

1. Secretary of Foreign Affairs
2. Chiefs of Mission, Class I and II
3. Career Ministers
4. Foreign Service Officers (FSO), Class I and II

For Consular Offices where there is no FSO II or higher, the affirmation or oath may be administered by a notary public duly commissioned for the area of CO.

The deadline for submission to OCA-FAD – Administrative Services Section is **on or before 22 March 2023 (Friday)**.

For immediate compliance

Enclosure/s: [HRMO Memorandum dated 22 December 2023](#)